

INTERAGENCY LOCALLY EMPLOYED STAFF POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Embassy Hanoi	2. AGENCY State	3a. POSITION NO. A-710-28
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☐ Yes ☒ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____ (Title) _____ (Series) _____ (Grade)

☒ b. New

☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Education USA Advisor, FSN-6005	9	WDG	03/04/10
b. Other				
c. Proposed by Initiating Office	Education USA Advisor, FSN-6005			

6. POST TITLE POSITION (if different from official title)

7. NAME OF EMPLOYEE

8. MISSION

b. Second Subdivision

a. First Subdivision
Public Affairs Section

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

David Moyer 3/4/10

Williette D. Gooding 03/03/2010

Typed Name and Signature of American Supervisor Date(mm-dd-yy)

Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Under the general supervision of the PAO, incumbent provides accurate, comprehensive, unbiased information, advice, and counseling on educational opportunities in the USA for groups and individuals. Student advising initiatives take the form of individual and group sessions, as well as advising for walk-ins and via phone, fax, and e-mail. Incumbent guides prospective undergraduate and graduate students to select appropriate colleges and universities and to inform them about U.S. admissions and financial aid processes. Advisor serves as information source on Vietnamese education system, and the point of contact for, U.S. admissions officers, the Embassy community, and others engaged in the field of international education. Incumbent works with other USG agencies and organizations as well as local government officials to provide information on U.S. study.

14. MAJOR DUTIES AND RESPONSIBILITIES

1. Advising (admissions, financial aid, college and university selection, testing, essay writing, and student visa requirements), including outreach and pre-departure orientation. 40 % OF TIME
2. Promotes U.S. education to Vietnamese schools, universities, civic institutions; promotion of flow of Vietnamese students to U.S. 30% OF TIME
3. Oversees administration of the United States Educational Advising Center. Oversees the budget and financial functions, continual renewal of resources and reference collections. 10% OF TIME
4. Developing materials and resources: handouts, information packages and presentations for graduate students. 5% OF TIME
5. Providing information on Vietnamese education and credentials to U.S. admissions officers, ECA program officers in Washington, etc. 5% OF TIME
6. Develop and maintain contacts with relevant Ministry of Education officials and other local officials to conduct outreach activities, as needed. 5% OF TIME
7. Tracks desired fields of study and updates resources to meet the needs of students and scholars. 5% OF TIME
8. Pursues a program of professional development that includes self-study, in-region training provided by REAC, and various opportunities provided through ECA/A/S/A. Actively participates in the REAC-EAP listserv and regional advising developments.
9. Manages resources and reference collections.
10. Provide information and relevant materials on standardized testing.
11. Takes the lead in creating and carrying out activities highlighting International Education Week.
12. Maintain ties with Vietnamese students in U.S. via Internet, as time allows.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

A Bachelor's degree from a U.S. accredited college or university in any liberal arts or social sciences field is required.

b. Prior Work Experience

At least five years of relevant experience in an educational field or in international higher education is required. ,.

c. Post Entry Training

Program of professional development training opportunities established through REAC and ECA/A/S/A;.

Membership in National Association for Foreign Student Affairs: Association of International Educators (NAFSA).

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level IV (fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Vietnamese is required.

e. Knowledge

Highly knowledgeable about both U.S. and Vietnamese secondary and post-secondary educational systems. Thorough, up-to-date knowledge of U.S. undergraduate and graduate admissions processes and requirements, including financial aid and credentials evaluation. Current knowledge about relevant information resources including education systems, testing, and U.S. laws and regulations governing international students. In-depth knowledge of diversity of types of U.S. colleges and universities, of financial aid requirements for international students and of educational options in the U.S. Thorough grasp of political, economic, and social trends in both Vietnam and the U.S.

f. Skills and Abilities

Superior interpersonal skills, including written and oral communication skills and strong public speaking skills. Must have sophisticated interviewing, counseling, problem solving and analytical skills necessary to accurately assess a

prospective student's requirements and abilities, and find and convey appropriate information to them. Significant abilities include analytical ability, intellectual curiosity, initiative and resourcefulness. Must be able to plan and execute programs independently and able to plan ahead in year-long cycles. Cultural sensitivity, computer and internet research skills, training skills, and management skills are also essential to the position.

First hand familiarity with Vietnamese and American educational systems, as a student, administrator, or instructor.

16. POSITION ELEMENTS

a. Supervision Received

Works under general supervision of the PAO. Receives additional support and guidance (as needed) from the REAC.

b. Available Guidelines

Guidance and procedures, as well as ethical standards, issued by Office of Global Educational Programs (ECA/A/S/A), various international and higher education organizations and NAFSA: Association of International Educators. ECA/A/S/A manual, "Advising for Study in the United States."

c. Exercise of Judgment

Exercises judgment within the realm of educational advising and in communication with higher education officials in Vietnam and the United States. Avoids any appearance of favoritism towards students or bias toward particular colleges and universities. Adheres to "Principles of Ethical Practice in Overseas Educational Advising."

d. Authority to Make Commitments

Organizing workshops and outreach programs. Has full control over budget of educational advising materials and program outreach including a provincial travel budget.

e. Nature, Level and Purpose of Contacts

Contact with prospective students, parents, secondary school teachers and principals, university professors and administrators, U.S. admissions and international student officers, State Department staff in Vietnam and Washington, officials from U.S. and Vietnamese educational organizations and institutions for the purpose of exchanging information, managing programs, determining needs and resolving problems. Develops ties with local Ministry of Education and Training officials.

f. Supervision Exercised

N/A .

g. Time Required to Perform Full Range of Duties after Entry into the Position

Six months from date of entering the position.